

25 MAY 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (18-24 May 1983)

Office of the Director

Representatives from the Information Systems Security Group/OS and the Chief, Customer Services Staff, P/ODP briefed 12 OIS officers in the OIS Conference Room on the functions of their respective organizations and on procedures to be followed in computer security and the use of personal computers in the Headquarters area.

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Records Management Division

The Information Security Oversight Office conducted a meeting, with Agency representatives from RMD, the Offices of Security and General Counsel attending, to discuss the latest draft of the standard nondisclosure agreement forms. Changes approved at the meeting will be circulated throughout the Intelligence Community for final comment with the hope that approval and use will be possible by the end of August.

A meeting was held at the Agency Archives and Records Center (AARC) to continue the discussions on the disposition of duplicate copies of the Office of Central Reference (OCR) film and the concomitant amendment that must be made to the OCR Records Control Schedule. On a one-time basis,

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RMD representatives agreed to accept the film and service requests by film number. In turn, OCR representatives agreed to begin retiring film for permanent retention by folder number, instead of film number, once OCR personnel had completed their training on the RAMS system.

The Office of Finance (OF) Registry has experienced difficulty in locating the proper document when using the image computer retrieval system in conjunction with the Bell & Howell cartridge reviewer/printer. A meeting between RMD and Bell & Howell representatives and the OF Records Management Officer helped solve the problem and resulted in additional suggestions which would enhance the OF retrieval system.

A member of the RMD Information and Technology Branch attended the Information Systems Management and Analysis course given by the American Management Association at their Washington headquarters. The course was conducted under a contract with the Information Management Staff/DDO.

#### Regulations Control Division

RCD completed 56 major actions on regulatory issuances, including the processing and preparation of 13 new and revised issuances, negotiations involving 7 issuances, and the publication of 5 issuances.

#### Information and Privacy Division

A separate report is attached.



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Attachment:  
As stated

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